

Kansas Adjutant General's Department – State Human Resources Guidelines

2011

10/2011

REF: FLSA 29 CFR 785.33-41-KSA 8-301-KSA 75-3072- KSA 75-3201- KAR 1-16-1 – KAR 1-17-1 – KAR 1-18-1(a)

POLICY

TRAVEL

Policy:

It is the policy of the Adjutant General's Department to ensure that employee travel is consistent with the business objectives of the Adjutant General's Department, and to also ensure fair and equitable treatment of employees by defining procedures for authorized business travel and guidelines for expense reimbursement.

Comment:

A critical balance must be sought when requesting travel. This is the Department's need for cost effectiveness and the employee's need for quality services and support. Employee travel should be via the lowest cost alternative, consistent with good business practices. Neither luxury, nor sub-standard modes of transportation and accommodations should be used.

Employee travel and the expenses associated with it will be authorized only in circumstances which are clearly consistent with the mission of the Adjutant General's Department. It will be the responsibility of each manager to ensure that all employee travel meets this objective and that reimbursement made only for actual, reasonable business expenses in connection with authorized travel as defined in this document. In order to maintain control over expenditures, any expense submitted which does not comply with the guidelines of this procedure will not be reimbursed, unless accompanied by a valid exception by management. Expense reports must be submitted in a timely manner.

Managers Responsibility:

- (1) Individuals authorized to approve business expenditures of others will administer these policies and are responsible to:
 - (a) Attest that the purpose of the expense is valid and directly related to business.
 - (b) Request further documentation or explanation for expenses that appear to be excessive or unusual in relation to the nature of the business travel. Explanation of such expenditures must be included on the Travel Payment Voucher (DA-125).
 - (c) Send approved Travel Payment Voucher (DA-125) directly to Comptroller's Office (on a timely basis).
 - (d) Understand that while Comptroller's Office will review the Travel Payment Voucher (DA-125), the primary responsibility for the appropriateness of expenditures rests with the traveler/employee and the individual responsible for departmental approval.
- (2) Managers should know current travel policy and inform their departmental staff of company policy and procedures.
- (3) During a week in which an employee travels, supervisors should pre-approve a rearranged work

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schedule in order to avoid overtime if at all possible.

- (4) If overtime is unavoidable, the employee and supervisor will complete and submit the regular agency overtime form with the timesheet.

Employee's Responsibility:

- (1) The individual submitting a Travel Payment Voucher (DA-125) bears the responsibility to:
 - (a) Verify that all expenses being paid or reimbursed are valid and conform to this policy document and understand that requests lacking required documentation and/or business purpose will be questioned and perhaps not be reimbursed through these policies.
 - (b) Attest that expenses submitted for reimbursement have not been previously paid through a prior submitted expense report, cash advance, or by an outside agency or other third party.
 - (c) Submit all forms related to his/her travel to Comptroller's Office within 60 days of completion of travel or latter of incurrence/payment of the business expense.
 - (d) Retain accountability for ensuring all expenses are in accordance with this policy document even though the employee may delegate responsibility for Travel Payment Voucher (DA-125) preparation to an assistant.
 - (e) Notify Comptroller's Office at least two week prior to needing to acquire necessary travel arrangements. If you notify the Comptroller's Office of your travel plans in advance, your trip will, in most cases cost considerably less.
 - (f) Incur only expenses that are consistent with the business needs, and
 - (g) Exercise care in determining appropriate expenditures.
- (2) During a week in which an employee travels, supervisors should pre-approve a rearranged work schedule in order to avoid overtime if at all possible.
- (3) If overtime is unavoidable, the employee and supervisor will complete and submit the regular agency overtime form with the timesheet.

*The traveler and authorizer should note that the Comptroller's Office routinely examines Travel Payment Voucher (DA-125) for compliance with State of Kansas policies.

Controller's Group/Accounts Payable Responsibilities:

- (1) The Accounts Payable department within the Controller's Group is responsible for reviewing Travel Payment Voucher (DA-125) prior to processing the reimbursement to verify that expenses are reasonable and meet the following criteria:

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- (a) Information on the Travel Payment Voucher (DA-125) is supported by accompanying support documentation, which is both complete and in accordance with this policy document.
- (b) Expenses conform to any requirements imposed by the Internal Revenue Service, Kansas Department of Administration, or, as applicable, sponsoring agencies.
- (c) Expenses have been reviewed/approved by the appropriate approver.
- (d) Expenses have been reviewed for compliance with Department Policies.

Process:

- (1) Upon determination that a trip is necessary, a “Travel Request Form” must be filled out and signed by department manager.
- (2) The conference agenda or a meeting schedule is to be submitted with the Travel Request Form to support the business purpose of the trip. The entire conference agenda should be attached; the most important pages are those containing the location of the conference, the schedule (including start and end times of meetings and conferences) and those pertaining to the traveler’s involvement at the conference (e.g., as a speaker or panel member).
- (3) Any personal travel or recreation leave during the period of travel must be clearly indicated on the Travel Request Form and a leave slip must be submitted with the form.
 - (a) When an employee leaves for personal travel or recreation or for any reason not connected with official duties, the employee must show this clearly on their time sheet.
 - (b) Employees will need to use accrued leave time and follow applicable policy and procedures for gaining prior approval of leave usage.
 - (c) Expenses incurred by an employee who chooses to travel to a different location for personal reasons will not be considered reimbursable. Time spent in non-travel or non-work activities is not compensable
- (4) If an employee is required to travel out-of-state and return in one day, all travel time is compensable with the *exception* of mealtimes and travel time from employee's home to regular assigned work location.
- (5) If an employee is required to travel out-of-state and stay overnight. All time spent traveling by the employee is compensable even on non-regular workdays with the following exceptions:
 - (a) Scheduled layovers falling outside the individual’s regular work hours for which he/she is able to leave the transportation terminal and pursue personal interests.
 - (b) Meal breaks based on the individual’s regular schedule.
 - (c) Unscheduled flight delays at the end of the day greater than two hours. Within the two hour delay

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period an employee must determine whether to rebook the next day and stay in a hotel or stay at the airport overnight in a non-pay status.

- (d) Time spent in non-travel or non-work activities is not compensable.
- (6) If an employee is traveling by Air, the employee must:
 - (a) Notify the Comptroller's Office at least two week prior to needing to acquire necessary travel arrangements. If you notify the Comptroller's Office of your travel plans in advance, your trip will, in most cases cost considerably less.
 - (b) Use of "Non-Refundable" airfares is the approved method of ticketing. These fares are usually considerably less expensive than refundable un-restricted fares. In most cases, if the travel must change or the trip canceled all together, the funds can be used as a credit toward future travel, less a service charge imposed by the airline.
 - (c) Business class travel is not permitted. All employees will fly least expensive class.
 - (d) Employees are not authorized to arrive at an airport terminal more than two (2) hours prior to the departure of their flight.
 - (e) Employees may be compensated up to one (1) hour for waiting for lost luggage.
 - (f) Baggage Checking – All employees will check baggage in the least expensive manner.
 - (g) Airport Parking – All employees will park in the least expensive manner.
- (7) If an Employee requests a rental car, they should do the following:
 - (a) Request either compact or intermediate size cars. Rentals for other types of cars are not permitted except with manager and fiscal approval. Luxury, premium and specialty car rentals will be reimbursed only at the intermediate car rate unless approved by the manager and fiscal in advance.
 - (b) Transportation costs of non-business guests are not reimbursable. It is the responsibility of the employee to mark the personal portion of the total amount when submitting the expense report and reimburse for the personal portion.
 - (c) Wherever possible, employee must refill gasoline prior to returning rental car for drop off. Gas charges at the rental locations average 50% more than independent filling stations.
- (8) When Employees request to use their personal vehicles for travel the following applies:
 - (a) Employees are only authorized to use his/her automobile if they have:
 - (i) A valid driver's license and
 - (ii) Current comprehensive auto insurance, including liability. If not, the employee is not authorized to travel for the company.
 - (b) When an employee uses his/her Privately Owned Vehicle (POV) on approved company business, reimbursement will be at the state authorized rate.
 - (c) POV mileage reimbursement will be reimbursed if it is determined to be the most cost-effective mode of travel or the most efficient use of agency resources.

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- (i) A cost-effective comparison using the “TAG Private Mileage – Rental Comparison Chart” must be completed to determine how much will actually be reimbursed.
- (d) Employee will also be reimbursed all actual auto tolls and parking fees, a receipt is preferred. Employees utilizing airport parking will be required to utilize the least expensive manner possible.
- (e) If public transportation (i.e. air flight) is available but an employee requests, and is approved, to drive a private vehicle, the compensable work hours are the lesser of:
 - (i) Time actually spent driving the car or
 - (ii) The hours that would have been compensable had the employee used public transportation.
- (f) Mileage from employee's home to regular assigned work location is not a reimbursable expense. However, if the employee goes directly from home to another work assignment other than the regular work location, and the distance to that work assignment is greater than the distance to the regular work location, the employee can expense the difference.
- (g) In order to receive reimbursement for mileage, the employee must complete a Mileage Expense Report Form specifying purpose of trip, start and finish odometer reading for each destination (including side trips), point of origin, destination and time of trip.
- (h) The employee assumes the responsibility for all parking and traffic fines.
- (i) Business justification is required for driving a personal automobile on Out-of State business trips. This justification would normally include:
 - (i) A flight quote reflecting the drive cost less than or equal to a flight cost.
 - (ii) Additional expenses incurred as a result of driving (i.e., lodging, meals, parking, etc.) are to be included in the cost comparison.

If the cost comparison does not justify the drive, then any extenuating circumstances should be fully explained. Otherwise, the traveler will be reimbursed only up to the amount of the flight quote along with related costs such as expected travel to and from the airport, etc.

- (9) All company authorized accommodations must meet with industry accepted business travel standards with reference to comfort, convenience and cost. You are free to make other arrangements, however Employees will NOT be reimbursed for more than the rate approved by the Department of Administrations Employee Travel Expense Reimbursement Handbook, unless approved by the State Comptroller or the Adjutant General in advance.
 - (a) The employee is responsible for confirming that the rate being charged is also the rate listed on the travel itinerary. Any discrepancies should be reported immediately to the travel agency.
 - (b) It is the employee's responsibility to cancel hotel reservations within the hotel cancellation policy time frame. This can be done by contacting the hotel directly.
 - (c) You must obtain a cancellation number when canceling a hotel reservation. The company will not reimburse hotel "no-show" fees, unless approved by a manager and fiscal.

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(10) Non-reimbursable expenses include, but are not limited to:

- (a) Alcoholic beverages,
- (b) Airline club dues,
- (c) Rental car club membership fees,
- (d) Airline head seat rental,
- (e) In-room movies,
- (f) Fines for traffic violations,
- (g) Insurance on life or personal property while traveling,
- (h) Purchase of clothing and/or other personal items,
- (i) Expenses for family, child, pet, home and property care while on a trip.

If meals are included in the conference fee but the traveler chooses to eat elsewhere, such expenses are not reimbursable. Any exception request to this policy must include a full explanation as to the business reason.

(11) The following conditions apply when submitting expense reports:

- (a) Actual and reasonable expenses are reimbursed in accordance with the provisions of this policy and procedure and in accordance to the Department of Administrations Employee Travel Expense Reimbursement Handbook.
- (b) The employee is encouraged to submit expense reports during the week after incurring the expenses, or upon returning to the office, whichever is sooner.
- (c) Failure to submit expense reports within ninety (90) days will disqualify the employee from receiving reimbursement for expenses incurred while traveling on company business.
- (d) Include the following items in, or attached to, the expense report when submitting it for payment:
 - (i) Copy of Travel Payment Voucher (DA-125) form signed by department manager
 - (ii) Original or carbon copies of receipts for lodging, air or auto transportation, tolls, gasoline, and any other business expenses
 - (iii) Explanation of any deviation from policy, unauthorized vendors, lodging or transportation, and/or charges submitted "in lieu of" normal expenses.

(12) The following procedures are designed to more efficiently check and process timesheets, provide for consistency in time reporting and ensure that all employees are appropriately compensated in accordance with agency policies, and State and Federal regulations.

- (a) For same day travel, employees are to note on their timesheet the beginning and ending work times for that particular day.
 - (i) For overnight travel, employees are to attach to their timesheet a copy of their:
 - 1) Travel Payment Voucher DA-125*
 - 2) Flight Itinerary to the timesheet*

*Unforeseen issues, such as flight delays of 30 minutes or more should be noted on the Flight Itinerary or travel payment voucher and

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initialed by the immediate supervisor.

- (b) During periods of travel, the immediate supervisor is required to sign the timesheet, verify and initial the itinerary and work hours**.
- (c) This is particularly important when an employee has been on an overnight trip and the supervisor has pre-approved the employee to perform work during non-travel or non-attendance periods.
**If the immediate supervisor is not available to sign and initial the physical documents, he/she may submit them by email or fax to the State Human Resource Office (SHRO) with their approval.
- (d) If employees travel together, the names of the traveling companions are to be noted on the timesheets or Travel Payment Vouchers (DA-125) in order to ensure they are similarly compensated